

**Alabama Department of Archives and History**  
**FY 2009 Strategic Plan**  
**September 2, 2008**

- ▶ *This symbol below denotes objectives that are a special priority for the year.*

**(1) Identify, appraise, and acquire books, records, and artifacts that document Alabama history and are appropriate to the department's collections.**

*Special objectives:*

- ▶ Acquire materials to support the development of the new museum exhibits in accordance with the department's acquisitions plan
- ▶ Identify and begin training successor for registrar
- ▶ Prepare for receipt of records of Governor and other constitutional officers at end of quadrennium
- ▶ Explore program for acquisition of newspapers in digital format
- ▶ Complete review and organization of registrar's files

*Ongoing tasks:*

- Contact and work with prospective donors regarding potential gifts of records and artifacts to the department
- Acquire, document, and acknowledge all records and artifacts received by the department

**(2) Catalog, manage, and properly preserve records and artifacts in the department's custody.**

*Special objectives:*

- ▶ Continue processing the Wallace Collection
- ▶ Establish procedures for maintaining curators' reference files on significant objects and subjects
- ▶ Deaccession books not core to the department's collecting policy

*Ongoing tasks:*

- Inventory and provide preliminary descriptions of all newly acquired materials
- Arrange, describe, and create online finding aids for all materials held by the department
- Manage and preserve the collections of the department
- Create microfilm or digital copies of records that are fragile, of historical or financial importance, and subject to frequent use
- Ensure security for the collections and the department as a whole
- Monitor auction sites and other sales markets to identify items stolen from the department's collections (registrar)
- Provide annual reviews of collection-care, disaster-response, emergency, and security procedures to staff
- Expand and strengthen agency electronic records preservation program

**(3) Provide access to records and artifacts in the department's custody and general reference information regarding Alabama history and government.**

*Special objectives:*

- ▶ Expand quantity of digital collections accessible through CONTENTdm
- ▶ Work with online content providers to make additional collections accessible through commercial providers

*Ongoing tasks:*

- Provide research assistance for visitors, and in response to mail, email, and telephone requests
- Provide periodic public workshops on research and use of collections.
- Complete the military service records database
- Complete the digitization of historical legislative records
- Support the Interlibrary Loan program

**(4) Promote an improved awareness and understanding of Alabama history with special concentration on history education in Alabama schools, museum exhibits, continued enhancement of the department's website, and general programs of public interest.**

*Special objectives:*

- ▶ Complete the documentation phase for new museum (December)
- ▶ Research, write, and produce media content for new museum
- ▶ Investigate federal grant opportunities for museum fabrication
- ▶ Cooperate with partner agencies in seeking state funding for the Alabama History Education Initiative
- ▶ Expand teacher support efforts using grant funding
- ▶ Work with each program area to review and revise content of Web site pages and to improve site functionality.
- ▶ Administer production and distribution of *The Alabama Guide*.
- ▶ Participate in Year of Alabama History campaign through Archives Week activities, special ArchiTreats series, announcement of 1867 Voter Registration books, expansion of "This Week in Alabama History," and other events.
- ▶ Offer several test programs for teachers and classrooms using distance-learning technology.

*Ongoing tasks:*

- Provide a meaningful educational experience for student groups who visit the Archives
- Maintain existing interpretive exhibits
- Provide assistance and support for general visitors to the department
- Organize and provide public programs about Alabama history
- Maintain and continue to build the department's website
- Assist and support the work of other organizations promoting Alabama history
- Provide workshops and training opportunities for teachers of Alabama history

**(5) Assist state agencies, local governments, and local history organizations in the proper care of records and artifacts of historic value.**

*Special objectives:*

- ▶ Support implementation of local archives re-grant program for Historical Records Advisory Board
- ▶ Work with Legislative Reference Service and allied organizations to develop and secure passage of legislation to strengthen Alabama public records laws
- ▶ Participate in IMLS grant received by Mid-Gulf Coast Collaborative for Continuing Education in Archives Management on the care and handling of local records
- ▶ Assess the status of local court records and develop a long-term strategy for their preservation
- ▶ Begin participating in FEMA-funded IPER Project for emergency-preparedness training
- ▶ Complete arrangement and preservation for remaining counties in Loose Records Project

*Ongoing tasks:*

- Operate the State Records Center as a self-supporting enterprise
- Promote a better public awareness of the need for and ways of caring for Alabama's historical records and artifacts
- Support the work of the State Records Commission, the Local Government Records Commission, and the Historical Records Advisory Board
- Provide information to those who contact the department for assistance in the care of records and artifacts
- Continue to support the "Loose Records Project"
- Provide support service to government agencies and local organizations in the management of all formats of historical records and artifacts
- Provide statewide workshops in the care, preservation, and use of historical records and artifacts

**(6) Support the improvement and expansion of department services through a development program.**

*Special objectives:*

- ▶ Raise \$6 million in private, state, and federal funds for the new museum
- ▶ Convert Foundation records to Quickbooks
- ▶ Formalize financial management procedures for the Friends and the Foundation
- ▶ Increase Friends membership

*Ongoing tasks:*

- Strengthen efforts to secure legislative support
- Increase public awareness of and support for the work of the Archives, working with the Friends and the Foundation
- Provide support for the work of the Friends of the Alabama Archives
- Provide support for the work of the Alabama Archives and History Foundation
- Provide support for the Alabama Academy of Honor

**(7) Improve administrative operations and capabilities within the department to ensure the effective achievement of the above goals.**

*Special objectives:*

- ▶ Complete and implement new administrative procedures for the Stonewall Jackson Fund
- ▶ Identify and begin training successor for facilities/security manager
- ▶ Complete repair work on handrails, terrace pavers, Adams Avenue entrance, and restrooms
- ▶ Implement procedures for conducting background checks on prospective new employees and student workers
- ▶ Provide quarterly IT training to staff
- ▶ Standardize use of electronic newsletters

*Ongoing tasks:*

- Provide information to and support for the Board of Trustees
- Continue the department's planning processes
- Represent the department in outside functions for which the department has a statutory responsibility
- Complete budgets and other reports in compliance with state requirements
- Coordinate the department's volunteer program
- Manage the department's LAN and coordinate information systems
- Coordinate personnel management
- Provide administrative support services for the department
- Promote continuing staff development
- Track constituent satisfaction through survey devices and respond to concerns
- Provide regular emergency response and safety training to staff
- Maintain medical emergency response capabilities and certifications
- Promote public awareness of the programs and activities of the Department

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